



# **BOTSWANA PUBLIC SERVICE COLLEGE**

*Learn, Transform & Deliver*



**2026/27 LIST OF TRAINING  
PROGRAMMES & CALENDAR**

## PHYSICAL/VIRTUAL PROGRAMMES

# BOTSWANA PUBLIC SERVICE COLLEGE

Public Service Induction for Executives

Mastering Complexity

Boetelediipele

Project Management for Executives

People Engagement

Supervisory Skills

Project Management

Communication Skills

Report Writing

Records Management

Public Speaking

Presentation Skills

Customer Service

Work Improvement Teams Strategy

Protocol & Etiquette

Monitoring & Evaluation

The Role of Leadership in Corruption Prevention

Managing Discipline

Training of Trainers

Disciplinary Hearing

Managing The Training Function

Public Service Induction

NB: FOR SYNOPSIS REFER TO PROSPECTUS



## ONLINE PROGRAMMES

NEW

### Governance of State-Owned Enterprises (SOEs)

This course aims to equip current and future Board of Directors for State Owned Enterprises governing boards, with skills to undertake their fiduciary and stewardship role effectively. The course will provide the latest codes and principles covered in the King V Code on Corporate Governance

### Governance

This Governance course equips public servants with foundational knowledge and practical skills in public sector governance, ethics, and accountability. It explores key concepts such as Anticorruption & Integrity, Transparency & Accountability, Citizen Engagement & Public Participation as well as Governance Empirics and Indicators and brings out policy implementation issues, as well as the rule of law within the Botswana governance framework. The course emphasizes the roles and responsibilities of key oversight institutions, including the Directorate of Economic Crime and Corruption, Judiciary, Executive, Parliament, Ombudsman, Auditor General etc.

# BOTSWANA PUBLIC SERVICE COLLEGE



### Modern Public Service: Human Capital Practices

The course speaks to ethical governance, performance improvement, and transformative public sector leadership. It strives to create an alignment between public service delivery and the transformation agenda and the delivery of Vision 2036.

### Professional Soft Skills

The course is designed to enhance essential interpersonal and workplace competencies such as communication, team work, emotional Intelligence, adaptability and problem solving. will equip participants with the tools to navigate diverse work environments, build positive relationships, and respond effectively to challenges.

### Programme Management

This course aims to equip public servants with essential knowledge and practical skills to effectively manage programmes in the public sector. Participants will learn to differentiate programme management from project management, apply fundamental programme management principles, and understand core roles and responsibilities of a programme manager. It covers planning, communication, budgeting, and risk management to support successful implementation of multiple projects and strategic initiatives within Government.

## ONLINE PROGRAMMES

NEW

### Public Procurement

The course exposes public officers involved at various levels of procurement with the necessary skills to understand, interpret and implement the Public Procurement Act of 2023. It is delivered in 8 modules and touches on issues around the procurement planning, legal and regulatory framework, roles and responsibilities of key players, ethics and sustainability, procurement documentation, evaluation adjudication and negotiation, complaints management and issues around e-procurement.

### Contract Management

This course provides participants with a practical and comprehensive understanding of Contract Management within the public and private sectors. It equips learners with the knowledge and skills required to effectively plan, implement, monitor, and close out contracts in line with organisational policies, legal frameworks, and best-practice standards. The course blends theoretical concepts with real-world application to enhance competency, compliance, and value for money in the contract lifecycle.

# BOTSWANA PUBLIC SERVICE COLLEGE

### Public Financial Management

This course provides a comprehensive introduction to Public Finance Management (PFM) through six modules. The first module, PFM Concepts, familiarises learners with the fundamental principles, practices, laws, regulations, instructions, and institutional frameworks that underpin public financial management in Botswana. The course further introduces learners to national development planning, sector planning, and the translation of these plans into reliable and predictable budgets—emphasising the linkage between results and resource allocation. It also covers the foundations of fiscal transparency, legislative oversight, and public investment management.



# TRANSFORMATIONAL

## Monitoring & Evaluation



18 - 22 May 2026  
25 - 29 May 2026  
10 - 14 Aug 2026  
24 - 28 Aug 2026  
16 - 20 Nov 2026  
23 - 27 Nov 2026  
08 - 12 Feb 2027  
22 - 26 Feb 2027

## The Role of Leadership In Corruption Prevention



10 June 2026  
13 Aug 2026  
02 Sept 2026

# BOTSWANA PUBLIC SERVICE COLLEGE



## LEADERSHIP DEVELOPMENT

### Public Service Induction For Executives



22 - 26 Jun 2026  
31 Aug - 04 Sept 2026  
16 - 20 Nov 2026  
15 - 19 Feb 2027

### Mastering Complexity



Offered on Special  
Request

### Boetelediipele



22 - 23 Apr 2026  
26 - 27 May 2026  
16 - 17 June 2026  
08 - 09 July 2026  
09 - 10 Sept 2026  
05 - 06 Oct 2026  
26 - 27 Oct 2026  
24 - 25 Nov 2026  
09 - 10 Dec 2026  
27 - 28 Jan 2027  
09 - 10 Feb 2027  
03 - 04 Mar 2027

# BOTSWANA PUBLIC SERVICE COLLEGE

### Project Management for Executives



06 - 10 July 2026  
06 - 09 Oct 2026

### People Engagement



06 - 07 May 2026  
09 - 10 June 2026  
19 - 20 Oct 2026  
02 - 03 Feb 2027  
10 - 11 Mar 2027

### Supervisory Skills



25 - 29 May 2026  
15 - 19 June 2026  
06 - 10 July 2026  
03 - 07 Aug 2026  
07 - 11 Sept 2026  
21 - 25 Sept 2026  
12 - 16 Oct 2026  
08 - 12 Feb 2027  
02 - 06 Mar 2027



# CORPORATE & FINANCIAL SUPPORT

## Project Management (C Scale)



04 - 06 May 2026  
01 - 03 June 2026  
18 - 20 Aug 2026  
21 - 23 Sept 2026  
13 - 15 Oct 2026  
03 - 05 Nov 2026  
10 - 12 Nov 2026  
08 - 10 Dec 2026  
23 - 25 Feb 2027

## Communication Skills



21 - 23 Apr 2026  
19 - 21 May 2026  
15 - 17 Sept 2026  
28 - 30 Oct 2026  
26 - 28 Jan 2027  
04 - 06 Mar 2027

## Report Writing



05 - 06 May 2026  
25 - 26 May 2026  
18 - 19 June 2026  
05 - 06 Aug 2026  
22 - 23 Sept 2026  
14 - 15 Oct 2026  
25 - 26 Nov 2026

## Records Management (Messengers)



20 - 22 April 2026  
25 - 27 May 2026  
23 - 25 June 2026  
03 - 05 Aug 2026  
14 - 16 Sept 2026  
23 - 25 Sept 2026

# BOTSWANA PUBLIC SERVICE COLLEGE

## Project Management (D Scale)



26 - 29 May 2026  
15 - 18 June 2026  
04 - 07 Aug 2026  
07 - 10 Sept 2026  
01 - 04 Feb 2027  
09 - 12 Mar 2027

## Public Speaking



15 - 16 July 2026  
08 - 09 Sept 2026  
02 - 03 Nov 2026  
03 - 04 Dec 2026  
09 - 10 Dec 2026  
10 - 11 Nov 2026

## Presentation Skills



03 - 04 June 2026  
02 - 03 Sept 2026  
11 - 12 Nov 2026

## Records Management (Service Leaders)



04 - 07 May 2026  
15 - 18 June 2026  
24 - 27 Aug 2026  
05 - 08 Oct 2026  
26 - 29 Oct 2026  
23 - 26 Nov 2026  
09 - 12 Feb 2027



## CORPORATE & FINANCIAL SUPPORT

### Customer Service



21 - 22 Apr 2026 (AB)  
23 - 24 June 2026 (CD)  
07 - 08 July 2026 (AB)  
19 - 20 Aug 2026 (CD)  
16 - 17 Sept 2026 (AB)  
16 - 17 Sept 2026 (CD)  
06 - 07 Oct 2026 (AB)  
21 - 22 Oct 2026 (CD)  
10 - 11 Nov 2026 (AB)  
01 - 02 Feb 2027 (CD)  
16 - 17 Feb 2027 (AB)  
10 - 11 Mar 2027 (CD)

### Records Management (Practitioners)



18 - 21 May 2026  
02 - 05 June 2026  
06 - 09 July 2026  
11 - 14 Aug 2026  
08 - 11 Sept 2026  
20 - 23 Oct 2026  
10 - 13 Nov 2026

# BOTSWANA PUBLIC SERVICE COLLEGE



# PRODUCTIVITY DEVELOPMENT

## Work Improvement Teams Strategy



20 - 24 Apr 2026 (CD)  
18 - 22 May 2026 (CD)  
08 - 12 June 2026 (AB)  
06 - 10 July 2026 (CD)  
03 - 07 Aug 2026 (AB)  
24 - 28 Aug 2026 (CD)  
21 - 25 Sept 2026 (AB)  
02 - 06 Nov 2026 (CD)  
30 Nov - 04 Dec 2026 (CD)  
08 - 12 Mar 2027 (CD)

## Protocol & Etiquette



02 - 04 June 2026 (AB)  
14 - 16 July 2026 (CD)  
17 - 19 Aug 2026 (AB)  
13 - 15 Oct 2026 (CD)  
27 - 29 Oct 2026 (AB)  
17 - 19 Nov 2026 (CD)  
25 - 27 Jan 2027 (AB)  
23 - 25 Feb 2027 (CD)

# BOTSWANA PUBLIC SERVICE COLLEGE



# HUMAN RESOURCE DEVELOPMENT

## Managing Discipline



06 - 08 May 2026  
09 - 11 June 2026  
13 - 15 July 2026  
11 - 13 Aug 2026  
25 - 27 Aug 2026  
16 - 18 Sept 2026  
19 - 21 Oct 2026  
04 - 06 Nov 2026  
17 - 19 Nov 2026  
01 - 03 Dec 2026  
03 - 05 Feb 2027  
25 - 26 Feb 2027

## Training of Trainers



18 - 22 May 2026  
22 - 26 June 2026  
05 - 09 Oct 2026  
16 - 20 Nov 2026  
07 - 11 Dec 2026  
15 - 19 Feb 2027

## Disciplinary Hearing



Offered on special request

## Managing The Training Function



Offered on special request

## Public Service Induction



01 - 05 June 2026 (CD)  
13 - 16 July 2026 (AB)  
17 - 21 Aug 2026 (CD)  
31 Aug - 03 Sept 2026 (AB)  
12 - 16 Oct 2026 (CD)  
23 - 26 Nov 2026 (AB)  
07 - 11 Dec 2026 (CD)  
25 - 28 Jan 2027 (AB)  
01 - 05 Feb 2027 (CD)  
02 - 06 Mar 2027 (AB)

# BOTSWANA PUBLIC SERVICE COLLEGE



## ONLINE LEARNING

### Governance of State-Owned Enterprises (SOEs)



Registration upon announcement

### Governance



Registration upon announcement

### Modern Public Service: Human Capital Practices



Registration upon announcement

### Professional Soft Skills



Registration upon announcement

# BOTSWANA PUBLIC SERVICE COLLEGE

### Programme Management



Registration upon announcement

### Public Procurement



Registration upon announcement

### Contract Management



Registration upon announcement

### Public Financial Management



Registration upon announcement



## RECESS

06 - 17 April 2026

27 April - 01 May 2026

11 - 15 May 2026

29 June - 03 July 2026

20 - 31 July 2026

28 Sept - 02 Oct 2026

21 Dec 2026 - 22 Jan 2027

15 - 26 Mar 2027

# BOTSWANA PUBLIC SERVICE COLLEGE



## CONTACT US

### LOCATION



PLOT 5013, JAWARA ROAD  
VILLAGE

### EMAIL



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### Social Media



Botswana Public Service College

# BOTSWANA PUBLIC SERVICE COLLEGE

### POSTAL ADDRESS

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GABORONE



### PHONE



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- Ms. Maitumelo Gaborone, Programme Administrator 3684350
- Ms. Winnie Jotia, Chief Administration Officer 3684260
- Ms. Refilwe Dipatane, Senior Administration Officer 3684292
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- Ms. Theo Mokopakgosi, Intern Officer 3684348
- Ms. Botho Seitsang, Intern Officer 3684251
- Reception 3684200

